

SUBPART E - COURT LEAVE

WV415.51(d)

WV415.50 Jury service

(a) Requests for court leave for jury duty must be approved in advance by the employee's supervisor. It is expected that supervisors will grant court leave for jury duty. The summons is to be attached to the time and attendance report for the appropriate pay period. In cases of real necessity for the employee to be at work, the State Conservationist must concur in the supervisor's decision to not grant the court leave and will prepare the denial letter to the court.

(e) Fees. Detailed information on fees for jury service is provided in GM-250, Part 400, Subpart B, Section 400.13.

WV415.51 Witness service

(a)(2) The State Conservationist will be the final approving authority for witness service.

(d) Fees. Any fees paid a witness on court leave are to be submitted to the administrative office. Detailed information on fees is provided in GM-250, Part 400, Subpart C, Section 400.23.

WV415-17(1)